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The Ohio Academy of Science

announces the opening of the position of

Editor

of

The Ohio Journal of Science

effective January 1, 2001

Application deadline:
Postmarked by November 1, 2000

The volunteer Editor shall be a member of the Academy and a scientist, engineer, technologist, or educator with a distinguished publication record and who has an interest in and knowledge of editing and publishing. Candidates should be currently active in research, be reasonably well organized, have tact, diplomacy and good judgment, have a sense of humor, have excellent working relationships with the administration of their employers, and be at an appropriate stage in their careers. The Editor shall supervise a part-time editorial assistant. Prior editorial experience is expected. Term of office shall be a minimum of five years.

Duties — The Editor shall: (1) Be a member of the Executive Committee, Board of Trustees, Finance Committee and the Publications Committee; (2) Encourage submission of manuscripts for The Ohio Journal of Science and arrange for their peer review and, if they qualify, for their timely publication; (3) Participate in the financial affairs of the Journal; (4) Receive all manuscripts submitted to the Journal; (5) Be responsible for ensuring that the Journal is published in a timely fashion, for maintaining a high quality of articles, and for securing peer review of manuscripts by competent referees.

Contact the Academy for additional information about the position.

Candidates should send four complete copies of a curriculum vitae and letter of application detailing qualifications including editorial experience to:

Search Committee for Editor
The Ohio Journal of Science
1500 W. Third Ave. Ste 223
Columbus OH 43212-2817

Phone (614) 488-2228
The Ohio Journal of Science
Author's Instructions for Preparation of Manuscripts

The Ohio Journal of Science considers for publication solicited Book Reviews and Research Reviews, and unsolicited Brief Notes and Research Reports. Solicited submissions will be requested by the editor or member of the editorial board. Book reviews will be requested of experts in the subject matter of the book to be reviewed. Research Reviews will be requested to serve as extensive surveys of the literature of an area of science in which Academy members have an interest.

Unsolicited submissions, in the form of presentations of quantitative or qualitative data pertinent to any of the sections of the Academy listed inside the front cover, will be considered for peer review. Brief notes are manuscripts that are less than 2 printed pages (approximately 6 typed pages) and contain no more than one table, figure or other type of illustration. The editor will identify papers which meet these criteria as Brief Notes if not already categorized as such by the author. Research Reports are those papers which are longer than 2 pages or contain more than one illustration.

All manuscripts will be organized as follows:
Page 1 – Title, Author(s), Running Head, Abstract
Page 2 and remainder – Introduction, Materials and Methods, Results, Discussion, Acknowledgments, Literature Cited, Tables, Figure Legends, Figures.

STYLE. The CBE Manual for Authors, Editors, and Publishers, 6th ed. is used for editorial decisions with regard to style. Manuscripts should be typewritten using 1 inch margins on 8.5 x 11 inch paper. Text should be left-justified using elite print (twelve characters per inch). Three copies should be submitted. Manuscript should be double-spaced throughout, including the title and abstract. Arabic numerals should be used in preference to words when the number designates anything that can be counted or measured (7 samples, 43 species). One exception to this use is that numerals are not used to begin a sentence (Twenty-one species were found in . . .). The 2nd exception is when 2 numeric expressions are adjacent in a sentence. The number easiest to express in words should be spelled out and the other left in numeric form (The sections were divided into eight 4-acre plots.).

TITLE, AUTHOR(S), AFFILIATION(S). The first page of the manuscript should contain the title, author(s) name(s), the affiliation of the author(s) at the time the research was carried out, a shortened title (running head), and the abstract. The title must be typed in upper and lower case letters as it will appear when typeset. Name(s) of the author(s) should be typed in capital letters below the title. The address (department, institution, city, state, postal code, country if not USA) should appear below the name of the author(s). If more than one institution is to be credited, they should appear in the order of the author(s) affiliation. A running head of not more than 38 letters and spaces should be typed in capital letters between the address and the abstract. Literature Cited should not be inserted as literature cited. Since tables must be individually typeset, consolidation of data into the smallest number of tables is encouraged. A horizontal double underline should be made beneath the title of the table, and single underlines should be made the width of the table below the column headings and at the bottom of the table. Do not use vertical lines, and do not place horizontal lines in the interior of the table. Footnotes should be used to clarify possible questions within the table, and should be noted by asterisks, daggers, or other symbols to avoid confusion with numerical data.

FIGURES. All illustrations are referred to as "Figures" and must be numbered consecutively. Figures may be photographs, hand drawn or computer generated drawings in black ink. Each figure should be identified along the top edge with the name of the author(s) and figure number, and on the back with name of author(s) and manuscript title. Illustrations other than those generated by the author(s) must bear permission for use and credit to the originator. ORIGINAL ARTWORK WILL NOT BE RETURNED UNLESS SPECIFICALLY REQUESTED AT TIME OF SUBMISSION. Each figure must have a complete legend. The legend should not be placed on the figure, but should be typed in order, double-spaced, on a separate sheet which precedes the figures in the manuscript. Figures should be referred to parenthetically in the text, for example (Fig. 1). The size and proportion of each illustration should be suitable for reduction. Excessive white space should be avoided. Illustrations will be reduced to one column width (3 and 3/8 inches) or two column width (7 inches) at the discretion of the editor. Lettering should be done of a size to ensure that it can be read after reduction. On maps and other illustrations where original size is a concern, a graphic scale should be incorporated into the figure.

FOOTNOTES. Text footnotes should not be used with the following exceptions. A footnote to the title will be added editorially to state the dates of manuscript submission and revision. A footnote to name(s) of author(s) may be used to indicate present address different from that at which the research was done, or to indicate the author to whom inquiries should be directed. All other material or comments must be incorporated into the text. Literature Cited should not be inserted as footnotes. Footnotes to tables are permissible, and are encouraged to promote clarity. Attention to the above instructions will minimize the need for revision and editorial correction, and will shorten the time from submission to publication. Any questions which are not answered by these instructions, or by consulting the CBE Manual for Authors, Editors, and Publishers, 6th Edition, should be addressed to the editor.
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The Ohio Academy of Science Annual Meeting

HOW TO PREPARE A COLLEGE UNDERGRADUATE RESEARCH-IN-PROGRESS SUMMARY

In order to accelerate the entry of college undergraduate students into the professional world of education, science, engineering, technology, or their applications, the Ohio Academy of Science has adopted the following policy and procedures to accept and publish summaries of college undergraduate research-in-progress in lieu of abstracts for the Annual Meeting. Papers, based on the student's research, may be presented in either podium or poster format. Undergraduates whose research is unfinished by the abstract submission deadline may submit an Undergraduate Research-in-Progress Summary in lieu of an abstract. This summary is a statement following the general typing and submission instructions for an abstract. The summary shall contain the following elements: (1) background or introduction including goals, objectives, purpose, and hypothesis, (2) methods and materials, and, (3) if available, initial observations. Phrases like "will discuss, will review, will talk about, or will present" are unacceptable in a summary. All important facts should be stated with brevity, but not such sparing use of words as to leave ambiguity. Summaries should be 250 words or fewer. Tables and graphs should not be included. New techniques or new apparatus and their functions should be mentioned. New constants, initial critical data, if available, or formulae should be included. Names of new species should not be listed in the summary; use full scientific names for all organisms. The value of summary is real and considerable, not only for those in attendance, but also for others unable to attend. Summaries shall be presented by the college undergraduate first author. It is the responsibility of the first author of multi-authored summaries to obtain permission from all authors and research advisor(s) to submit the content of the summary. Undergraduate Research-in-Progress Summaries shall be reviewed for conformity to general format but shall not be considered a peer-reviewed scientific publication. Summaries shall not be accepted for publication without a signed statement from the advisor(s) whose name(s) appear in the summary, vouching for the accuracy of the summary and, barring some compelling reason, assuring that the undergraduate will present the work, including results, analysis of results, and any conclusions available, at the Academy's Annual Meeting. Acceptable final summaries—to be submitted by Email when requested by the Academy—will be published in the Program Abstracts issue of The Ohio Journal of Science and shall be identified as a summary by including the advisor's name in parentheses.

INSTRUCTIONS FOR SUBMITTING A COLLEGE UNDERGRADUATE RESEARCH-IN-PROGRESS SUMMARY

TYPE TITLE IN CAPITAL LETTERS. Continue typing on the same line with name(s) of student(s) typed First, Middle Initial, and Last in UPPER/lower case (do not type the last name(s) in all capital letters); then type the name(s) and email(s) of advisor(s) in parentheses; then add the complete and accurate undergraduate's institution mailing address and ZIP code. Add Email address. DO NOT CENTER THE LINES OF YOUR ADDRESS. Type flush left, ragged right. Do not indent.

Skip one line and use complete, DOUBLE-spaced sentences to state purpose, objectives or goals of the research, hypothesis, methods and materials, and, if available, initial observations. DO NOT EXCEED 250 WORDS. DO NOT EXCEED ONE PAGE. Summary must be one paragraph. Leave a 1" top and left margin. Use 12 point Times New Roman type. LASER PRINT IS PREFERRED. DO NOT FOLD YOUR ORIGINAL OR COPIES. Mail FLAT with cardboard protection. PLEASE COMPLETE AND INCLUDE THE SUBMISSION FORM.

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